

## **OVERVIEW**

1. United States Environmental Protection Agency, Office of Federal Activities (OFA)
2. 7<sup>th</sup> International Conference for Environmental Compliance and Enforcement

The Office of Federal Activities of the U.S. Environmental Protection Agency (EPA) is requesting proposals from uniquely qualified, not-for-profit organizations for a cooperative agreement in support of the 7<sup>th</sup> International Conference on Environmental Compliance and Enforcement. The conference theme will cover topics on environmental compliance and enforcement including, but not limited to: indicators; new approaches to regulations; INECE's past success and direction for the future; and enforcement of "green" issues. The conference will include side events such as training courses and regional meetings.

The recipient will work with EPA and other international partners to develop the program for the conference, plan and support the logistical arrangements including the location for the conference, determine who will be invited, research and develop particular issues relevant to the conference themes, solicit papers for presentation at the conference, develop the attendance list and register attendees, provide coordination and logistical support during the conference, and provide financial and logistical support for travelers from less developed countries.

3. This is the initial announcement of this funding opportunity for a cooperative agreement. Approximately \$400,000 in assistance will be awarded over a two year period to one eligible organization.
4. Catalog of Federal Domestic Assistance (CFDA) Number 66.606, Surveys, Studies, Investigations and Special Purpose Grants.
5. Proposals may be submitted either by e-mail, postal service, or delivery of hard copy through a courier service. The application must be date stamped by courier service or postmarked by the U.S. Postal Service by midnight, June 1, 2004.

Email proposals to: [jones.davis@epa.gov](mailto:jones.davis@epa.gov) ; Phone: 202-564-6035

Mail proposals to:  
Davis Jones  
U.S. Environmental Protection Agency  
Office of Federal Activities (2254-A)  
1200 Pennsylvania Ave., NW  
Washington, DC 20460

Courier proposals to:  
Davis Jones  
Ariel Rios Building  
Room 7140  
1200 Pennsylvania Ave., NW  
Washington, DC 20004

## **FULL TEXT ANNOUNCEMENT**

### **I. Funding Opportunity Description**

The Office of Federal Activities of the U.S. Environmental Protection Agency (EPA) is requesting proposals from uniquely qualified, not-for-profit organizations for a cooperative agreement in support of the 7<sup>th</sup> International Conference on Environmental Compliance and Enforcement. The conference theme will cover topics on environmental compliance and enforcement including, but not limited to: indicators; new approaches to regulations; INECE's past success and direction for the future; and enforcement of "green" issues. The conference will include side events such as training courses and regional meetings.

The recipient will work with EPA and other international partners to develop the program for the conference, plan and support the logistical arrangements including the location for the conference, determine who will be invited, research and develop particular issues relevant to the conference themes, solicit papers for presentation at the conference, develop the attendance list and register attendees, provide coordination and logistical support during the conference, and provide financial and logistical support for travelers from less developed countries.

EPA intends to begin the cooperative agreement as soon as possible and to continue it for two years until expiration, September 30, 2005. The geographic scope of the cooperative agreement is worldwide. Anticipated funding available for this two-year period is \$400,000, which will be incrementally funded. The initial incremental funding for this project is \$175,000 for a one-year period. Approval of subsequent funding increments is dependent on satisfactory project progress, continued relevance of the project to EPA's priorities, and availability of funds.

### **Background**

Beginning in 1990, six international conferences have been held in various locations around the world to bring together practitioners from developed and developing countries to exchange information on best practices in the environmental enforcement and compliance field. Previous conferences were in 1990 in Utrecht, The Netherlands; 1992 in Budapest, Hungary; 1994 in Oaxaca, Mexico; 1996 in Chaing Mai, Thailand; 1998 in Monterey, California; and 2002 in San José, Costa Rica. The proceedings from these conferences, available at [www.inece.org](http://www.inece.org), have created the largest body of papers and material related to environmental compliance and enforcement in the world. As an outgrowth of the early conferences, the International Network of Environmental Compliance and Enforcement (INECE) was created.

INECE ([www.inece.org](http://www.inece.org)) is an informal international partnership promoting compliance and enforcement of domestic and international environmental laws through networking, capacity

building, and enforcement cooperation. INECE is not part of the United States Government. Comprising 2,500 practitioners from international organizations, governmental agencies and NGOs, INECE is exclusively dedicated to promoting cooperation among governmental and non-governmental stakeholders. The Dutch and United States environmental agencies initiated INECE through a series of international conferences, and remain key funders. UNEP, World Bank, OECD, and the European Commission provide additional support. INECE is dedicated using regulatory and non-regulatory approaches to guide compliance with and enforcement of environmental laws and regulations that promote the sustainable use of natural resources and the protection of ecosystem integrity at the global, regional, and national levels.

INECE's mission is to promote and strengthen compliance with and enforcement of domestic environmental laws, including those implementing international environmental law and agreements to contribute to the delivery of a healthy and safe environment, sustainable use of natural resources, and protection of ecosystems integrity using a broad range of both regulatory and non-regulatory approaches. EPA does not use INECE to enforce or monitor compliance with United States environmental laws.

The INECE goals are to:

- Developing networks for enforcement cooperation;
- Strengthening capacity for compliance and enforcement; and
- Raising awareness of the importance of environmental compliance and enforcement.

INECE is governed by an Executive Planning Committee (EPC) consisting of high level environmental compliance and enforcement officials from governments and non-governmental organizations (NGOs) around the world. The EPC is co-chaired by EPA's Assistant Administrator for Compliance and Enforcement, the Inspector General from the Inspectorate of Environment, Planning, and Spatial Planning (VROM), and a third rotating co-chair. International organizations such as the World Bank and the Organization for Economic Cooperation and Development (OECD) participate in INECE as part of their capacity building programs. Other NGO's are active in trying to provide their expertise and networking and to leverage assistance for their countries' enforcement programs.

The INECE EPC decided to hold the 7<sup>th</sup> International Conference in the Spring/Summer of 2005, tentatively in Morocco. This cooperative agreement will support the design, planning, logistical support, publicity, development and publication of the proceedings for the event, and provide limited travel support for participants that could not otherwise attend.

### **Subject Areas for Financial Support**

Activities under this agreement could include the following:

*7<sup>th</sup> International Conference for Environmental Compliance and Enforcement*  
*Request for Application for Cooperative Agreement*

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- Logistical support:
  - Planning, including development of conference program
  - Development of conference nomination process
  - Invitations and confirmation of attendees
  - Registration
  - On-site support
  - Evaluation of the conference
- Rental of conference space and equipment
- Proceedings
  - Solicitation for papers
  - Preparation of session summaries and minutes
  - Editing
  - Printing
- Other printed material
  - Conference Brochure
  - Posters/Banners
  - Conference/workshop materials
- Similar support for any side events or training courses associated with the conference
- Support for participant travel from developing countries of strategic importance

The applicant should address for which of these areas they seek funding, and develop a budget allocating costs among the categories with a narrative explanation supporting the funds distribution methodology. They should also describe shortfalls that will not be covered by EPA funds, and how those costs will be paid.

## II. Award Information

This cooperative agreement will be a single award for a two-year project period of approximately \$400,000, incrementally funded. Approval of subsequent funding increments is dependent on satisfactory project progress, continued relevance of the project to EPA's priorities, and availability of funds. Applications for supplemental awards to existing projects are eligible to compete with applications for new awards.

III. Eligibility Information

- A. Applicants must be nonprofit organizations as that term is defined in Section 4(6) of the Federal Financial Assistance Management Improvement Act of 1999, Public Law 96-107, 31 U.S.C. 6101 Note. Colleges and universities are eligible to apply. However, nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply. In addition, for profit organizations are not eligible to apply.
- B. Cost sharing is not required for this cooperative agreement. However, applicants should describe other sources of funds for similar support as outlined in the evaluation factors. The applicant may include a possible fee for attendance at the conference as program income but is not required to include it as cost sharing. EPA will not require a waiver from the recipient of any conference fee for its employees that may attend the conference.

IV. Application and Submission Information

- A. Proposals may be submitted either by e-mail, postal service, or delivery of hard copy through a courier service.

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- . Applicants shall submit proposals using EPA's Application Kit for Federal Assistance. The Application Kit and additional information is available at the EPA Office of Grants and Debarment Web site:  
<http://www.epa.gov/ogd/AppKit/index.htm>.

A one-page summary describing how the applicant meets the eligibility requirements outlined in the **Eligibility Criteria** section of this solicitation must be attached to top of the application.

It is recommended, though not required, that the “Narrative Statement” attached to the proposal not exceed ten (10) single-spaced pages with one-inch margins and 12-point fonts. Additional technical information may be included as attachments to the Narrative Statement.

The Applicant's Narrative Statement should address the following elements:

The scope of work proposed to address the project goals and objectives. This scope of work might cover problems to be addressed, methodologies to be examined, philosophy for achieving success and sustaining results, and the ability to address and resolve uncertainties and remove obstacles to successful implementation of the project.

Description of the project design, preferably with definition of project tasks, significant steps and milestones, the project schedule and time frame, and anticipated results.

Description of the applicant’s organization, including its structure, goals, organizational accomplishments in the field of international enforcement and compliance. Brief biographies, resumes, or curricula vitae of the applicants or primary persons who will work on the project may be included.

Experience of the applicant with regard to issues of international enforcement and compliance. It will be particularly important to demonstrate practical, hands-on expertise and to present a record of relevant experience and accomplishments. Previous contact with INECE such as attendance at conferences or familiarity with publications should be highlighted.

Discussion of the role of consultants, volunteers, and other specialists on the project, as well as the procedures for payment of such consultants, volunteers and specialists. Please note that there are limits contained in EPA’s appropriations acts with regard to the extent to which EPA can participate in payments to consultants (40 CFR 30.27[b]).

Brief description of the reporting mechanisms that the Applicant will use to track and report on progress, including accountability measures (goals/objectives). Note that the final report on the project must reflect a satisfactory method for measuring project results and benefits.

Brief description of other relevant information which the Applicant feels that EPA should take into consideration in evaluating the proposal.

Proposals should outline the expected environmental results and indicators to measure these results for each activity.

C. The application must be date stamped by courier service or postmarked by the

U.S. Postal Service by midnight, June 1, 2004.

- D. Executive Order 12372, Intergovernmental Review of Federal Programs, applies to this agreement. Applicants must clearly mark information they consider confidential. EPA will make final confidentiality decisions in accordance with Agency regulations at 40 CFR Part 2, Subpart B.
- E. The following funding restrictions apply:
  - 1. Any foreign travel funded under this agreement must be taken on U.S. flagged carriers if available.
  - 2. No travel expenses may be provided to EPA employees.
  - 3. No equipment purchases are allowed without previous approval from the EPA project officer.
  - 4. EPA financial assistance cannot be used for fund-raising. Therefore, any costs associated with fund-raising must not be included in the budget for the proposal. In addition, the applicant must make clear in any solicitation for funds that your organization, and not EPA, is asking for funding. The recipient cannot imply that EPA endorses any fund-raising activities in connection with the INECE. The recipient must make clear to donors that any gift to the recipient for use in connection with INECE will go solely toward defraying the expenses of the recipient, not EPA.
  - 5. Certain restrictions apply to the use of EPA funds at conferences. These include, but are not limited to prohibitions on funding entertainment, food and refreshments, or gifts. (See “Best Practices Guide for Conference”, November 12, 1998; and OMB Circulars A-21, A-87, and A-122.)

Applicants should follow the budget instructions given in the Application Kit. The budgetary information submitted with the application should make clear the costs associated with each major task described in the Narrative Statement.

V. Application Review Information

- A. The proposals will be ranked according to the following criteria:
  - 20%: Expertise and experience: for this project, a premium will be placed on a demonstrated record of experience and expertise in international enforcement and compliance as well as conference planning and execution.
  - 20%: Project design: the evaluation of applications will focus on whether the project design

meets the themes for the conference, and has a reasonable chance of achieving the overall goals of building regional enforcement and compliance networks, building capacity for enforcement, and raising public awareness of enforcement and compliance world-wide.

20%: Management: elements to be considered include the volume and kind of management resources available to the project, the approach to gaining access to expertise not currently in-house, and coordination with other groups and organizations working on similar issues.

40%: Leveraging of Resources: the applicant's plan for obtaining additional financial and in kind support for the conference will be evaluated. Applicants are encouraged to provide information regarding resources (cash/in-kind services) that they, or a project partner would commit to the conference. As noted above, a formal match is not required. EPA will consider leveraged commitments as part of this ranking factor. Leveraged costs are not limited to allowable costs.

B. The Office of Federal Activities will organize an evaluation team to review proposals. The team will include members with international enforcement experience, and will include at least one member from the Dutch Inspectorate of Environment, Planning, and Spatial Planning (VROM). All applications will be considered final proposals, and will be evaluated on the merits of the written application only. EPA does not intend to have oral presentations or a follow-up question and answer period.

C. Proposals are due by June 1, 2004. After the individual applications are reviewed and ranked, the EPA Decision Official will make a final recommendation for award of a single cooperative agreement by July 2, 2004.

## VI. Award Administration Information

A. After all applications are received, acknowledgments will be mailed to applicants. Once applications have been recommended for funding, the EPA will notify the finalists and request any additional information necessary to complete the award process. The finalists will be required to complete additional government application forms prior to receiving a grant, such as the EPA Form SF-424B (Assurances - Non-Construction Programs) and EPA Form 5700-49, the Certification Regarding Debarment, Suspension, and Other Responsibility Matters. The federal government requires all grantees to certify and assure that they will comply with all applicable federal laws, regulations, and requirements. The designated EPA official or their designees will notify those applicants whose



projects are not selected for funding.

- B. All activities undertaken under this cooperative agreement must be consistent with EPA's statutory authorities for international grants and cooperative agreements, including (but not limited to) Clean Air Act, Section 103(b)(3); Clean Water Act, Section 104(b)(3); Solid Waste Disposal Act, Section 8001; Toxic Substances Control Act, Section 10; National Environmental Policy Act, Section 102(2)(f); and Federal Insecticide, Fungicide, and Rodenticide Act, Section 20.

EPA reserves the right to reject all proposals of applications and make no awards.

Decisions under this solicitation are subject to the applicable dispute resolution process under 40 CFR 30.63 and Part 31, subpart F.

Any materials developed for public dissemination shall be provide to EPA for posting on the INECE website. The website shall be the preeminent mechanism for communication regarding the conference.

- C. Recipients must submit final reports for EPA approval within ninety (90) days of the end of the project period. Specific report requirements (e.g., Quarterly or Semi-annual Progress Reports, a Final Technical Report and a Financial Status Report) will be described in the award agreement. The EPA will collect, review, and disseminate grantees' final reports to serve as models. Monthly conference calls will be held between EPA and recipient throughout the project period.

Under this cooperative agreement, regular communications through e-mail and phone conferences will be held between the recipient and the EPA contact person. Prior to conducting program elements under this agreement, EPA will review and comment on their progress. This will apply to the planning, implementation, and evaluation stages of this initiative.

VII. Agency Contact(s): Davis Jones will be the EPA Project Officer, Phone: 202-564-6035  
E-mail: [jones.davis@epa.gov](mailto:jones.davis@epa.gov)

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. Other Information

- A. Applicants can incur preaward costs 90 calendar days before the award without prior approval from EPA. The applicants must include all preaward costs incurred in the application to be paid. All applicants (40 CFR Parts 30, 21, and 25) incur preaward costs at their own risk; EPA is not obligated to pay for any cost if the applicant does not receive an award, the award is less than anticipated, the award is inadequate to cover preaward costs, or the costs do not conform to the cost principles.
- B. This award will be a cooperative agreement which will involve significant Federal involvement that will include:
- Approval of the recipient's annual workplan.
  - Approval of the project manager's qualifications.
  - EPA will collaborate with the recipient on communications with INECE members, the INECE Executive Planning Committee (EPC), and the INECE Secretariat. The recipient will provide draft copies of the following for EPA's review and comment:
    - all correspondence with other international organizations and foreign governments on behalf of INECE, particular invitations to the conference,
    - Conference brochures and proceedings,
    - Draft International Conference agendas.
  - Final decisions on the content of the above documents will be made by the recipient.
  - EPA may nominate or advise about invitees and attendees that require travel funding assistance, but the recipient will make the final decisions about how the funds are used.
  - EPA will provide in-kind staff support to the recipient for the conference.
  - At the recipient's request, EPA will provide assistance to the recipient on technical issues related to environmental compliance and enforcement.
- C. EPA and the recipient will create a co-sponsorship agreement outlining each organizations' roles, responsibilities, and contributions. (See "Best Practices Guide for Conferences.")